

RESOLUTION 2022 -

RESOLUTION BY THE COMMON COUNCIL OF THE CITY OF RICHLAND CENTER ADOPTING AN AMENDMENT TO THE PERSONNEL POLICIES HANDBOOK – INCORPORATION OF CITY ADMINISTRATOR

WHEREAS, the City of Richland Center (“the City”) employment policies are contained in the City Personnel Policies Handbook; and

WHEREAS, the role of City Administrator is responsible for the oversight of the day-to-day operations of the City; and

WHEREAS, the City Administrator has been charged with the direct oversight and management of personnel; and

WHEREAS, the Personnel Policies Handbook shall be amended to reflect the following changes:

SECTION 1 -EMPLOYMENT

101 Scope

D. Department Rules.

City departments may enact their own rules and policies governing practices within those departments so long as they are not in conflict with the provisions of these policies. All department rules and policies shall be provided to the **City Administrator**.

102 General Powers of the Personnel and Insurance Committee

A. The Personnel and Insurance Committee of the Common Council shall have the general power to oversee City employment and employees, including the power to oversee all department heads and other supervisory personnel in the performance of their duties.

B. The **City Administrator** shall have the specific power to act as management in initiating and imposing disciplinary actions against department heads or supervisory personnel where warranted, **up to and including termination. Prior to the termination of a department head, the City Administrator shall obtain final approval for termination from the Personnel & Insurance Committee.**

103 Supervisor’s Duties

C. Assignment of Review Duties for Certain Positions. [Amended by Reso 2015- 7]

Annual employee evaluations of department heads shall be made by the following evaluators:

| CITY ADMINISTRATOR ONLY | BOARD/COMMISSION WITH INPUT FROM THE CITY ADMINISTRATOR |
|---|--|
| <ul style="list-style-type: none">• Clerk/Treasurer• Public Works Director• Parks & Recreation Director• Buildings & Grounds Superintendent• Tourism Coordinator• Economic Development Director• Zoning Administrator | <ul style="list-style-type: none">• Library Director• Chief of Police |

Each department head shall evaluate their subordinates.

The Personnel and Insurance Committee shall evaluate the City Administrator with input from the Common Council.

108 Layoffs and Furloughs

A. Layoffs.

In the event the City decides to reduce the workforce, the City may consider length of service, job performance, conduct, abilities and qualifications in determining the order of layoff. All plans for layoff shall be developed by the department head in conjunction with the **City Administrator**.

When circumstances permit, an employee scheduled for layoff shall be given a two-week written notice of the effective date and the reasons for the layoff.

SECTION 4 -CONDUCT AND DISCIPLINE

401 Department Rules

The adoption of the following work rules does not prohibit individual departments from promulgating additional work rules to cover unique situations, conditions, or work behavior appropriate to the department. Likewise, the work rules shall not be deemed to constitute the entire list of violations for which employees may be disciplined. All additional department work rules shall be provided to the **City Administrator** prior to imposition.

403 Disciplinary Procedures

The following procedures outline generally the steps to be taken by departments in administering employee discipline. These procedures are not all inclusive and therefore departments may pursue other discipline methods appropriate to a situation, subject to review by the **City Administrator**.

404 Grievance System

2. Administrative Response. The **City Administrator** shall review the grievance and provide Grievant with a written response within fourteen (14) calendar days of receipt of the written Grievance. The written response shall contain a statement of the basis for the decision to sustain or deny the Grievance, and, if denied, the deadline for the Grievant to appeal the Grievance to an Impartial Hearing Officer. The Personnel and Insurance Committee is encouraged to meet with the Grievant to discuss the Grievance.

NOW, THEREFORE, BE IT RESOLVED, the amendments to the Personnel Policies Handbook are adopted effective immediately.

Personnel/Insurance Committee on 12/19/2022 -- Referred to Council for approval on 12/19/2022

| | | |
|----------------|---|-----------------------------|
| WALTERS | <input checked="" type="checkbox"/> AYE | <input type="checkbox"/> NO |
| CAIRNS | <input checked="" type="checkbox"/> AYE | <input type="checkbox"/> NO |
| WALLACE | <input checked="" type="checkbox"/> AYE | <input type="checkbox"/> NO |

APPROVED, by the Common Council of the City of Richland Center on this 20th day of December 2022 by the following vote: AYES: _____, NOS: _____

Adopted this 20th Day of December 2022

Attest:

Todd Coppernoll, Mayor

Aaron Joyce, Clerk/Treasurer